

**FRANKLIN COUNTY
CHILD SUPPORT
ENFORCEMENT
AGENCY**

**EMPLOYMENT
TRAINING**

LINDEN LOGISTICS TRAINING

&

CAREER EXPLORATION



*\$1,000 value!
No charge to
Linden
residents!*

ARE YOU ASKING YOURSELF, "WHAT IS LOGISTICS?"

Logistics is:

Moving product from Point A to Point B

Linden Logistics is:

Moving YOU to employment opportunities!

Mon. through Thurs.

12:30-4:30 pm

Nov. 16th-Dec. 18th, 2015

Must attend all classes to receive certification.



*Lead Instructor:
Wanda Curry-Shepard
Unique Services Logistics
Career Academy*

Looking to improve your chances of getting a great job?

Start with Linden Logistics and leave with a

Customer Service Certification!

Limited space available! CALL NOW!

614-214-7778 or 614-294-9600



**Point of Pride Building
1410 Cleveland Ave.,
1st Floor Conference Room**

Brought to you by:
**Greater Linden
Development Corporation**
In partnership with
Unique Services Logistics

Funding provided by:



IMPACT
Community Action
Serving Columbus and Franklin County

REACH

RE-ENGAGE EMPOWER AFFIRM CHALLENGE HONOR

10 WEEK BOOTCAMP

Mondays - Thursdays (9 a.m. to Noon)

Earn up to \$600
in incentives

Youth & Young Adults
Ages 16 to 24

Paid Work Experiences (\$10 an hour) • Paid Certifications
Work Readiness • Computer Literacy • Financial Literacy
Life Skills • Employability

TRAINING FIELDS:
Allied Healthcare, Information
Technology, Hospitality,
and Culinary Arts

CAREER TRACKS INCLUDE:
Entering Employment
Post-Secondary Education
Vocational Training
Military Enlistment

For more information, call: 614.453.1658
Email reach@impactca.org

IMPACT Community Action
700 Bryden Road
Columbus, OH 43215



COWIC
Central Ohio Workforce Investment Corporation

Ohio
MEANS
Jobs.

Columbus-
Franklin County

PART OF THE FUTURE TALENT RECRUITMENT INITIATIVE



“Skills for Work, Skills for Life” FAQs

1. I don't have a speech or hearing-related disability. Can I still participate?

*Yes! Our courses are open to adults with **any** disability, including but not limited to individuals recovering from mental illness or drug and alcohol addiction, physical disabilities, learning disabilities, etc. Please contact us directly if you have a specific question related to your disability or if you will need an accommodation.*

2. Is there a cost to participate?

No! These courses are offered at no cost to you and are the result of a grant awarded to Columbus Speech & Hearing Center through the City of Columbus.

3. Do you provide transportation?

We are unable to provide transportation to and from the “Skills for Work, Skills for Life” courses; however, our building is located on the COTA bus line and we are conveniently located just off I-71, on the corner of Indianola Avenue and E. North Broadway.

4. I am unable to attend all 10 sessions. Can I still participate?

Your commitment to regular attendance is important to get the most out of each session. That said we understand that life happens and things come up. Please notify the instructor in advance if you are unable to attend. Students must attend all 10-weeks to receive the \$25 gift card.

5. I'm interested in the course, but am unable to attend this month.

We are pleased to offer new classes starting monthly from January through June 2016.

6. Is there a minimum age to participate?

The “Skills for Work, Skills for Life” courses are designed for adults ages 18 and older who are interested in learning and improving their communication and interpersonal skills for success in the workplace. Individual situations may be considered on a case-by-case basis.

Have another question not listed? Please call (614) 261-5772 or email jnoon@columbuspeech.org.

510 E. North Broadway · Columbus · Ohio · 43214
614.263.5151 · 614.429.1382 VP · 614.263.5365 FAX

www.columbuspeech.org





We Improve Communication for Life

Skills for Work, Skills for Life:

Understanding the role of soft skills in planning for career success

**Ten-week Course on Thursdays
October 1st through December 10th
3:00 PM to 5:00 PM**

"Soft skills are just as important as hard skills!"

*This course is designed to help adults with all disabilities learn and practice valuable,
in-demand work skills and behaviors for on-the-job success!*

Topics include:

- Avoiding Stereotyping & Appreciating Uniqueness
- Lifestyles & Self-Esteem
- Work Values (including an employer panel discussion)
- Career Interests & Skills Identification
- Communication & Networking
- Needs, Barriers & Strategies for Success
- Decision-making
- Goal Setting (including budgeting and money management)
- Celebrating Successes

*A maximum of 15 participants may register per class. Registration closes 2 days prior to
the start of class.*

Participants completing all ten weeks will receive a \$25 gift card!

Please contact Gayle Stanford to register at

614-261-5792 or gstanford@columbusspeech.org



www.ColumbusSpeech.org

510 E. North Broadway · Columbus, OH · 43214

P 614.263.5151 · VP 614.429.1382



GODMAN GUILD EMPLOYMENT COMPUTER LAB

APPLY FOR JOBS ONLINE;
WORK ON RESUMES;
RECEIVE CAREER COACHING;
EMPLOYMENT ASSESSMENTS;
DEVELOP NEW JOB LEADS AND MUCH MORE!

THIS COMPUTER LAB IS OPEN TO OUR COMMUNITY
STARTING JULY 8th



OPEN EMPLOYMENT LAB TIMES

Monday 9:00-12:00
Wednesday 9:00-12:00 & 2:30-5:00
Every Week!

Starting August 24 Scheduling
Monday 9:00-4:00
Wednesday 9:00-4:00 Every Week

Located in the OSU Extension Room

Contact information

Kaiser W. Jones,
Director, Economic Development
614-294-5476 Ext 108
kaiser.jones@godmanguild.org

Michael Gaius-Bayode
Economic Development Specialist
614-294-5476 Ext 146
Michael.gaius-bayode@godmanguild.org

303 East Sixth Avenue
Columbus, Ohio 43201-2888
www.godmanguild.org
COTA BUS #12

Godman Guild is building better neighborhoods one person, one family at a time.



WorkReady

Empowerment Series

Critical Thinking- Learn how critical thinking can help you to problem solve and perform better on the job. Participants will gain insight into the different methods of critical thinking and how applying these skills every day can lead to long term success. *Mondays 9am-12pm*

Resume Development- Learn techniques to develop a resume that accurately states your skills, experience and educational background. Learn how to identify transferrable skills and how they are applicable to your future career plans. *Mondays 9am-5pm*

Interview Techniques- Learn the importance of self-marketing through networking and active job search. Participate in mock interviews and role play to practice and enhance your interviewing skills. *Tuesdays, 9am -12pm*

Communication Skills- This workshop will give you tips on how to get through to your new co-workers and supervisor. Learn how to enhance your presentation and public speaking skills, develop your online presence with strong and appropriate digital communication, and improve the outcomes of your face-to-face interactions. *Tuesdays 1pm-4pm*

Conflict Management- Identify your conflict management style and areas for improvement. This workshop is designed to increase awareness of key social and emotional management skills and how the effective use of both can lead to positive conflict resolution, provide a greater opportunity for job retention, and ultimately lead to personal and professional development. *Wednesdays 9am-12pm*

Teamwork: Benefits and Challenges- This workshop will help you to become a better team player. Learn the benefits of working in a team and how having a clear understanding of roles and responsibilities can lead to the successful completion of team projects. This workshop is designed to help you work better with others toward a common goal and address challenges as they come up. *Wednesdays 1pm-4pm*

Ethics in the Workplace- Each company has its own set of morals, values, and expectations when it comes to how employees conduct themselves in and out of the workplace. In this workshop, you will discuss and analyze how to approach those ethical situations in order to achieve a favorable outcome for all involved. *Thursdays 9am-12pm*

The Personal Path to Success- This professional development workshop will help you to identify your personal Strengths, Weaknesses, Opportunities, and Threats as it relates to finding gainful employment (SWOT analysis). Learn how to improve where needed, highlight your most positive characteristics, and how to identify and secure a professional mentor to help you along the way. *Thursdays 1pm- 4pm*



Meet with a Career Advisor to reserve a spot or call 614-559-4786



Columbus -
Franklin County



COWIC
Central Ohio Workforce Investment Corporation



Shortening the gap between
← here and there →



VETERANS EMPLOYMENT NETWORK

Now open to Military Family Members as well!

The Veterans Employment Network is a weekly networking group *open to all Franklin County Veterans, veterans' spouses, and military family members.* No matter what your level or length of service, OhioMeansJobs – Columbus-Franklin County is here to help. Meet other Veterans to learn what training and other resources are available for job development and meet with businesses that want to hire Veterans, now! Veterans will learn to translate resumes into language employers understand, improve interviewing skills and how to obtain industry recognized certifications, among other employment services.



BRING YOUR RESUME!

Hiring employers will be on site each week.

See which businesses are attending at
ohiomeansjobs.com/franklin



Columbus -
Franklin County



The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.

**Open to
ALL Franklin
County Veterans
and their Families**

**EVERY
THURSDAY
1-3 pm**

**First Thursday of the
month held at
2300 W. Broad St.**

**All other Thursdays
held at
1111 E. Broad St.**

**Resume Development
On-the-Job Training
Career Consultation
Community Resources
Open Job Positions
Interviews with employers**

**For more information,
contact:**

**Mike Simpkins, CDF
614-559-5016 or
msimpkins@cowic.org**

**For list of attending
employers please visit:**

ohiomeansjobs.com/franklin

FastPath. Your Road to Job-Ready.



FastPath is a program that helps Columbus residents gain the job skills for entry-level employment in one of four growing fields:

- Patient Care (STNA certification)
- Logistics (Warehousing Operations certification)
- Childcare (Child Development Associate Credential)
- Construction Trades (OSHA-10 certification)

In the FastPath program, you will learn:

- Entry level skills for your chosen field
- Customer service
- Organization
- Time management
- Work success skills

In addition, we will guide you through the steps to help you get a job, including:

- Résumé writing
- Interview preparation
- Job application support



"I wasn't able to financially go back to school, so this program worked out well."

Angela Brock
Nationwide Children's Hospital

Eligible Candidates

To be eligible for FastPath, you must:

- Be a resident of the City of Columbus
- Be at least 18 years old
- Have a high school diploma or GED* and score at the 9th-grade proficiency level on a standardized placement test
- Pass a criminal background check and drug screen
- Be eligible to work in the U.S.

IMPORTANT: Candidates must meet ALL criteria to be accepted into the FastPath program.

* If you don't have a high school diploma or GED, please contact us at (614) 287-5858 to discuss GED class enrollment.



Get on the FastPath to your career in less than three months!

Each of these paths begin with an opportunity for growth that can lead to:

- Long-term employment stability
- Higher paying wages
- Continuing education

Position	Average Wages	Employment Outlook
Patient Care	\$9.68 - \$15.51	Growing faster than average!
Child Care	\$8.68 - \$11.53	
Logistics	\$9.36 - \$14.31	
Construction	\$9.00 - \$14.02	

These paths are just the start of your career – wages increase with additional training and experience and your skills can easily transfer into other industries.

Choose FastPath To:

- Earn a valuable employment credential in less than three months.
- Receive Training at no cost to the student.
- Learn by doing—in the lab and classroom.
- Receive Job placement assistance - We have an 80% placement rate!
- Discover options to continue your education.
- Get the job. Keep the job. Move up in your chosen career.

Get on the FastPath!

*Classes begin soon.
Call (614)287-3663 to enroll.*

FastPath Workforce Partners



Contact us today!

(614) 287-3663

fastpath@csc.edu

www.csc.edu/fastpath

The FASTPATH program is funded by a grant from the City of Columbus and is administered by Columbus State Community College.

THE CITY OF
COLUMBUS

COLUMBUS STATE
COMMUNITY COLLEGE

FastPath

SHORT-TERM JOB TRAINING
FOR HIGH-GROWTH FIELDS



COLUMBUS STATE
COMMUNITY COLLEGE

FASTPATH

Construction Trade Skills

- OSHA-10 Certification
- Lead Renovation Repair Certificate



Classes Starting!
February 1st 2016

Don't Delay!

Construction and repair skills are utilized in many environments such as property maintenance, renovation and repair, residential construction and commercial construction. This hands-on, eight week FastPath construction skills training program will prepare you to work effectively in the construction industry by providing the basics in several skill areas such as demolition, carpentry, painting, plumbing, electrical, roofing, and much more. Upon successful completion, you will earn your OSHA-10 certification and a certificate in lead renovation repair.

Job Duties for an entry level construction skills worker include: performing a variety of construction and maintenance related activities such as carpentry, roofing, demolition, renovation and more. Workers assist with gathering the proper tools and materials, making repairs, taking apart equipment, cleaning up sites, disposing of waste, as well as helping with any other needs of craft workers.

Classes Held:

- Monday through Friday
- 9:00 am – 3:00 pm
- For 8 weeks

Average Wages:

- \$9.00 to 14.02/ hr.

Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Complete a criminal background check and pass a drug screen

Contact Us For More Information!

**COLUMBUS
STATE**
COMMUNITY COLLEGE

www.csc.edu/FASTPATH

Email: FastPath@csc.edu

-or-

Phone: (614) 287-3663

FASTPATH

Supply Chain Operations

- CSCMP™ Customer Service Certification
- Dispatching
- Warehousing



Classes Starting Soon!

February 1st

Don't Delay!

Logistics Associates are involved in many positions within the supply chain process. Positions include: receiving, packing, shipping and processing orders, dispatching, office support, vendor relations, and more. This hands-on six week FastPath supply chain operations training program will prepare you to work effectively in the logistics industry, from factories and warehouses to distribution centers and transporters. Upon successful completion, you will earn your CSCMP™ Customer Service certification.

Job Duties for logistics associates includes product receiving and storage, order processing, inventory control and workplace safety. As a dispatcher, you will plan and coordinate the transportation of shipments, communicate with contractors and customers, process orders and invoices, and much more.

Classes Held:

- Monday through Friday
- 9:00 am – 3:00 pm
- For 6 weeks

Average Wages:

- \$9.36 to \$14.31/hr.

Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Complete a criminal background check and pass a drug screen

Contact Us For More Information!



www.cscs.edu/FASTPATH

Email: FastPath@cscs.edu

-or-

Phone: (614) 287-3663



FASTPATH

CHILD DEVELOPMENT ASSOCIATE / CDA Credential



Classes Starting Soon!

January 4th, 2016

Don't Delay!

Eligible participants will have an opportunity to prepare for their Child Development Associate (CDA) in 12 weeks through the FastPath program at Columbus State Community College. This program is provided in partnership with Action for Children. The Child Development Associate is a national credential that demonstrates knowledge and skills in working with young children and their families.

Participants receive training for 6 competency goals and 13 functional areas. Students who successfully complete the program and state requirements will be eligible to set for the CDA exam (3 options: Center-based Infant/Toddler, Center-based Pre-school, or Family Child Care)

Classes Held:

- 4:30 – 9:30 pm
- 3 days per week
- For 12 weeks

Average Wages:

- \$8.02 to \$13.61/hr.

Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Pass a criminal background check & drug screen
- 480hrs experience working with children
- Verification of First Aide and Pediatric CPR

Contact Us For More Information!



www.csccl.edu/FASTPATH

Email: FastPath@csccl.edu

-or-

Phone: (614) 287-3663





Get CompTIA A+ Certified in 8 weeks!

Don't think you can do it? **You can.** We'll get you trained and certified. Then we'll help you land your first IT position. And we'll do it for **FREE.**

- **85%** of our students graduate
- **85%** of our students get certified
- **80%** of our students get employed

What's stopping you?
Apply to Per Scholas today
and begin your career as an IT professional.

COURSE BENEFITS INCLUDE

- FREE tuition: All books, exam vouchers and materials included
- FREE CompTIA A+ Certification preparation, and Network+/Security+ for Per Scholas graduates
- 8-week training, offered throughout the year
- FREE career counseling and support starting your IT job search campaign
- FREE job placement assistance. Employers include major corporations, nonprofits and government

BASIC REQUIREMENTS

- Ages 18 and older
- High school diploma or equivalent
- Interest in pursuing a career in IT
- U.S. citizen or authorized to work in the U.S.
- Available to attend classes 8:30-4:30pm (Mon – Fri)

APPLY ONLINE

perscholas.org/columbus



LOCATION & HOURS

112 Jefferson Avenue,
Suite 20
Columbus, OH 43215
(614) 824-4777

Monday – Friday
8:30 am – 4:30 pm





ROADS2WORK DRIVERS WANTED

An OMJ – Columbus- Franklin County Training Program

Roads2Work is a 5-week training program to help job seekers obtain full time employment in the trucking/transportation industry. **Roads2Work** has two tracks: **TRACK A** serves drivers who already have their CDL-A/B and will be offered as a “refresher course” or an On-the-Job Training (OJT) opportunity to address time-gaps in driving and length of experience. **TRACK B** serves new drivers delivering training to meet the demand of local and over the road companies. Beyond the technical and job search training, **Roads2Work** will address the enhancement of essential skills needed to obtain and maintain employment. From a positive workplace attitude and strong work ethic to financial literacy and conflict resolution, **Roads2Work** will help participants navigate the road to a new or improved career!



**Columbus-
Franklin County**



Central Ohio Workforce Investment Corporation

Roads2Work

Register Now!

**Open to participants
from: Franklin,
Delaware, Fairfield,
Licking, Madison,
Pickaway, and
Union Counties**

**Job Preparation
CDL Classroom
Training
On-the-Job Training**

**COWIC/OhioMeansJobs-
Columbus-Franklin Co.
1111 E. Broad Street
Columbus, OH 43205
614-559-5052
www.cowic.org**

**For more info, contact:
Wato Yattani
wyattani@cowic.org
614-559-5150
-OR-
Jose Feliciano
jfeliciano@cowic.org**

The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.



SELF EMPLOYMENT EXPLORATION WORKSHOP



Learn about the world
of self-employment!

The U.S. Small Business Administration has helped thousands of people start their own business. Find out if you have what it takes to be next:

- What does it mean to be self-employed?
- Is it a realistic choice for you?
- What are the advantages and disadvantages to self-employment?
- Where can I get funding?
- Get linked to all SBA services and classes!

Where: Alvis House Community Reentry Center

When: Wednesday, December 17 from 9:00 to 1:00 (lunch will be provided)

Contact: Pre-registration is required by contacting Randy Baker at 252-0660, ext 250 or randy.baker@alvishouse.org



ALVIS HOUSE COMMUNITY REENTRY CENTER



YOUR FUTURE IS CALLING

NEED HELP? We've got your back! The Alvis House Community Reentry Center's GED is here to help ex-offenders obtain their GED which leads to better jobs, career options and the respect you deserve. With our new, state of the art *Aztec GED Prep Solution* software, you will not only study for the test, you will pass the test!

Classes are free (and includes test fees) and held Monday through Thursday from 4:00-6:00 p.m. New student registration is every Monday at 3:30.

Reinvest in yourself!

ALVIS HOUSE, INC.

Community Reentry Center
1991 Bryden Road
Columbus, OH 43205
Tel: 614-252-0660



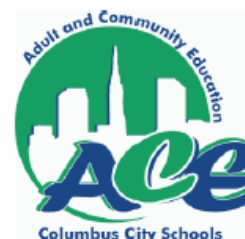
Reconnecting Families

Restoring Communities

Reinvesting in Ourselves



**Prepare for college!
Increase your skills!
Earn your GED!**



FREE CLASSES begin January 20, 2015

Columbus City Schools--Department of Adult and Community Education

You must participate in a 3-part orientation in order to enroll in classes.

Each part is 3 hours long. Please attend all three parts in order.

No pre-registration necessary. Please arrive 15 minutes prior to start time.

Choose a 3-part session from the options below.

Location: Adult & Community Education Center 2323 Lexington Avenue, Columbus, OH 43211

Part 1		Part 2		Part 3	
12/15/2014	9:00 am	12/16/2014	9:00 am	12/18/2014	9:00 am
12/15/2014	1:00 pm	12/16/2014	1:00 pm	12/18/2014	1:00 pm
12/15/2014	6:00 pm	12/16/2014	6:00 pm	12/18/2014	6:00 pm
01/06/2015	9:00 am	01/07/2015	9:00 am	01/09/2015	9:00 am
01/06/2015	1:00 pm	01/07/2015	1:00 pm	01/09/2015	1:00 pm
01/06/2015	6:00 pm	01/07/2015	6:00 pm	01/09/2015	6:00 pm

Location: Columbus Downtown High School 364 South Fourth Street, Columbus, OH 43215

Part 1		Part 2		Part 3	
01/07/2015	6:00 pm	01/12/2015	6:00 pm	01/14/2015	6:00 pm

Location: Woodward Park Middle School 5151 Karl Road, Columbus, OH 43229

Part 1		Part 2		Part 3	
01/13/2015	6:00 pm	01/15/2015	6:00 pm	01/20/2015	6:00 pm

Location: Yorktown Middle School 5600 East Livingston Avenue, Columbus, OH 43232

Part 1		Part 2		Part 3	
01/06/2015	6:00 pm	01/08/2015	6:00 pm	01/13/2015	6:00 pm



Adult Basic & Literacy Education

www.ccssoh.us/ace.aspx

614-365-5245 x 237



Work Readiness

Resume Development

In the Resume Development Workshop, you will learn the keys to building a professional resume and how to communicate your skills to employers.

Class Takeaways:

- Formatting a resume
- What not to include on a resume
- How to **SELL** yourself on a resume
- How to adjust a resume and cover letter for different positions



Columbus -
Franklin County

Resume Development Workshop

Every Monday
1pm – 4pm

Market your skills

Make a strong first
impression

Sign Up at the
OMJ - CFC
Customer Service
Desk OR CALL
614-559-5025

Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.



INDIVIDUAL TRAINING ACCOUNTS

The Individual Training Account (ITA) is a voucher given to approved job seekers who are unemployed or under-employed and in need of short term occupational skills training to become employed at a self-sufficient wage.

ITAs help job seekers to obtain occupational skills training leading to an industry recognized certification; employer recognized skill certification, or a specific skill attainment.

****Candidates MUST meet eligibility requirements under the Workforce Investment Act.**



Individual Training Accounts (ITA)

Sign Up Today!!!

Open to participants
from Franklin County

Occupational Skills
Training
Industry Recognized
Certifications

Job Search Assistance

COWIC /OMJ-
Columbus – Franklin Co.
1111 E. Broad St.
Columbus, OH 43205
614-559-5052

www.cowic.org
For more info Contact:
Jose Feliciano at
jfeliciano@cowic.org

The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.

BJW 2.7.14



Work Readiness

Interview Skills

Interview Skills – In the Interview Skills Workshop you will learn techniques you can use to make you more comfortable and prepared when speaking with employers.

Class Takeaways:

- What questions employers are asking and how to answer them
- How to prepare for an interview
- What not to say or do during an interview
- What questions to ask the employer



Columbus -
Franklin County

Interview Skills Workshop

Every Tuesday
9am – 12pm

Participate in
Mock Interviews

Stand out from
your competition

Sign Up at the
OMJ - CFC
Customer Service
Desk OR CALL
614-559-5025

The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.



BASIC COMPUTER LITERACY CLASS

An OMJ – Columbus- Franklin County Workshop

Basic Computer Literacy Skills Training is a three-day class* held Tuesday – Thursday every week. The class is designed to improve your computer skills and your job search. In three days, we will cover the computer basics, including:

- Introduction to a Personal Computer, Windows, Word & Excel
- Navigating the World Wide Web & Setting up a Free Email Address
- Posting a Resume Online and Applying for a Position
- Bookmarking and Accessing Career Information Sources

*Class instruction delivered by Henkels & McCoy
in partnership with
COWIC/ OhioMeansJobs – Columbus-Franklin County*

Register at: 614-221-3398 or 614-559-5052

**Participants must be in attendance all three days of the class in one week to receive a certificate of completion. A make-up day is allowed on Friday.*



**Columbus-
Franklin County**



Central Ohio Workforce Investment Corporation



Computer Literacy Training

Windows, Word, Excel

**Tues-Thurs
Every Week!**

Choose:

Morning Session
(9am-Noon)

OR

Afternoon Session
(1pm-4pm)

Open Lab – Friday
(9am-Noon)

- Upload a resume
- Access career information
- Apply for jobs online

**COWIC/OhioMeansJobs-
Columbus-Franklin Co.**

**1111 E. Broad Street
Columbus, OH 43205**

614-559-5052

www.cowic.org

The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.



FROM HELMETS TO HARDHATS
Are You A Veteran Interested
In Joining Our Highway Team?
Apply for the Apprenticeship Program



Seasonal Highway Maintenance Worker
positions starting at \$14.85/hour

ODOT District 6 encompasses an eight county region in Central Ohio, including **Delaware, Fayette, Franklin, Madison, Marion, Morrow, Pickaway, and Union** counties. District 6 is responsible for 4,797 lane miles of roads and 1,557 bridges.



Program Highlights:

- Paid training
- Ability to perform full complement of highway maintenance duties upon program completion
- Opportunity to work additional seasons based on performance evaluation
- CDL fee reimbursement and use of ODOT equipment for testing
- Eligibility to apply for regular full-time Highway Technician positions upon program completion

For more information, submit your resume to
Regan.Morrison@dot.state.oh.us

Check us out on Facebook, Twitter and Instagram!

